

## Changing Your CM Password

- From the blue navigational bar at the top of the screen, select Utilities
- Under the heading **YOUR ACCOUNT** click on the **MAINTAIN YOUR ECF ACCOUNT** link
- You will then see some basic information about your login name. At the bottom of this screen, select **MORE USER INFORMATION**
- Highlight your password (which appears as \*\*\*\*\*) and delete it
- Type in a new password which is 8 characters or less (**Note:** passwords are case-sensitive)
- Click on the **RETURN TO ACCOUNT SCREEN** box
- Click on the **SUBMIT** box at the bottom of the screen
- Click on the **SUBMIT** box on the next screen
- Log out of ECF. Now you can log in with your new password

## Storing Your PACER Username and Password

You can tell PACER to remember your username and password so that you do not have to type it in every time you access the Queries or Reports. If you wish to enable this feature, the next time you are at the PACER login screen (see below) simply check the box on the PACER login screen that says “Make this my default PACER login”

NYWB-ECF V2.3 Training Database - Microsoft Internet Explorer

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**ECF** Bankruptcy Adversary Query Reports Utilities Logout

### PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$ .07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

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